




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**MEMORANDUM**

ORD No. 521 s. 2025

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **JOCELYN DR ANDAYA**   
 Regional Director, NCR  
 Concurrent Officer-In-Charge  
 Office of the Assistant Secretary for Operations

**SUBJECT :** **2<sup>nd</sup> Quarter Coordination Meeting**

**DATE :** June 11, 2025

1. Please be informed that the 2nd Coordination Meeting with Administrative Officer IV (HRMOs) will be on June 27, 2025, 8:30a.m. onwards at the Deped-NCR Conference Room.

2. Agenda are the following:

a. Monthly updating of filling up of vacancies -with emphasis on new teaching and non-teaching positions/updating of PMIS/GMIS PSIPOP in relation with the Joint Memorandum OSEC-HROD-OPS-2025-024 on the Fast-Tracking of Appointment and filling Up of All Authorized Items.

b. Issues pertaining to personnel actions, particularly on:  
 - Terminal Leave Benefits

c. Other matters

3. In this connection, each SDO is requested to bring laptop and data on inventory of positions, with emphasis on the filled and un-filled items and also directed to send their respective AO IV (HRMOs) and 1 staff in the Personnel Unit. Confirmation of attendance should be done at least a day before the activity through this link: <https://tinyurl.com/2ndCoorMeetingRegistration>

4. Meals of the participants shall be charged against MOOE funds (RO), while travel expenses of SDO participants shall be charge against local funds, subject to existing budgeting, accounting and auditing rules and regulations.



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)



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